			NAME OF	TRAVEL	ER				TRAV	EL ORDE	R NO.	
DOMESTIC TRAVEL (See instructions on reverse side)									1791	C+P5	16270	S1
			OFFICIAL STATION						EST	STIMATED COST OF TRAVEL		
			والمراسق		в. с.	₩ŢĈ			<u> Ann</u>	0.00		
			577-101			IZATION			****			
Postingt	on, D.		batecat	ny, l	LOWING POINT							D. C.
PER DIEM	<u> </u>	DURATION OF	TRAVEL		PROCURE TRA	NSPORTATIO	N BY	Af	PPROVAL	FOR A	VANCE O	F FUNDS
	BEGIN	ε	H D	2	TRANSPORT	ATION REQU	EST	YES	AMOUN	т	ACCOUN	TING DUE DA
\$16.00	A Aug	<u> </u>	Age 6	2	CASH (For 8	ecurity rea	sons only)	NO	<u>7</u>	3,00	5 14	<u> 7.62</u>
I CER	RTIFY FL	JNDS ARE Ā	VA TLABLE	D	ATE SIGNED	OBLIGATIO	N REFERE	NCE NO.	Ċ	HARGE (OST CEN	TER NO.
SIGNATURE C	OF B & F	OFFICER							D	ATE SI	C16=70 en 62	ST/
					PT FOR A	DVANCE OF	FUNDS				ALC PAR	
I ACKE	DWI EDGE	DECEIPT OF	•	TO 0	E ACCOUNTED	1	_	ERTIFIE	D FOR	PAYMEN	π	
FOR ON DUE	DATE SP	ECIFIED	-			SIGNATURE			•		 ;	DATE
					VAII	CHER						
			RANSPORT	AT LON	(Attach rec		ba and u	nused ti	icketel			
		AGENTS	NAME OF	r	AND CLASS	I			TS OF T			CASH PAI
TRANSPORT REQUEST N		VALUATION OF TICKET	CARRIER	_ ^-	SERVICE	DATE		FROM	1	т.		TRAVELE
0, 832,4			EA		-first	29 Mar	-	sh., D				
										т	OTAL	•
DATE				DETAIL	OF ITINERARY	Y AND DESCR	RIPTION C	F EXPEN	SES			AMOUNT
Apr 62		Lv. Wash Ar Monte	one (Fai 1., D. (30mery,	lls C C. @ : Ala.	hurch, Va 1645 via 1 @ 2100	EA # 517						3-75
					xwell AFB							200
				: ½ day @ \$16.00 less 40%								4.30
-5 Apr 6)S				\$16.00 le	66 4C%	#					26.30
Apr 62		Lv Montg Ar Alan	enspor gomery, ta, Ga.	tatio Ala. @110	n, Moxwell @ 0913 v: C	ia DL #4		rt මා	300			6.00
		Ar West	1. D. (C. @	210 via D 1412	,, , = +				···		
										Sub=1	OTAL	45.35
		SUMMARY O	F EXPENS	ES				RAVELER				
		BY TRAVEL	ER	- 8	56.65	CORRECT	TAHT T	HIS VOU	RESPEC	TS, AN	ATTACHM D THAT	ENTS ARE Payment or
PER DIEM AN	D OTHER			-	56.65	+						
ree sensor			TOTA	<u>- </u>	75.00	DATE	S 1 GA	ATURE O	PAYE	•		
ESS ADVANC				_		4						
BALANCE DUE			-	_	13.35	-}	ł					
EXCESS ADVA	NCF TO P	IF REFUNDED										

VOUCHER NO.

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- 1. PREPARE IN ORIGINAL AND ONLY THOSE COPIES REQUIRED BELOW: (WHEN TRAVEL IS TO BE PERFORMED WITH VOUCHERED FUNDS. THE TRAVEL ORDER NUMBER WILL INCLUDE AN "XG" SUFFIX)
 - ORIGINA
- (A) IF AN ADVANCE IS AUTHORIZED AND REQUIRED, THE ORIGINAL WILL BE USED TO DRAW THE AD-VANCE FROM FINANCE OR FISCAL DIVISION, AS APPROPRIATE.
 - (B) IF NO ADVANCE IS REQUIRED. THE ORIGINAL WILL BE USED TO CLAIM REIMBURSEMENT FOR TRAVEL EXPENSES.
- FIRST COPY . ORIGINATING OFFICE'S RECORD COPY.
- SECOND COPY . TO FINANCE OR FISCAL DIVISION, AS APPROPRIATE, FOR RECORD PURPOSES.
- IF THE ORIGINAL WAS USED TO DRAW AN ADVANCE. THE THIRD COPY WILL BE USED AS THE TRAVEL ACCOUNTING FOR THE ADVANCE.
- 2. A. FIRST-CLASS ACCOMMODATIONS ON COMMON CARRIERS OR USE OF POA NOT TO EXCEED COST BY COMMON CARRIER INCLUDING PER DIEM AND ALL EXPENSES ALLOWABLE UNDER AGENCY TRAVEL REGULATIONS WHEN NECESSARILY INCURRED IN PERFORM-ANGE OF TRAVEL ARE AUTHORIZED.
 - B. AUTHORIZATION, OR POST APPROVAL ON A SEPARATE SHEET ATTACHED. IS REQUIRED FOR INCURRING EXPENSES OF THE FOLLOWING: (1) EXTRA FARE PLANES AND TRAINS. (2) USE OF POA AT 10 CENTS PER MILE. (3) HIRE OF SPECIAL CONVEYANCES. (4) HIRE OF ROOM FOR OFFICIAL USE. (5) CHARGES FOR EXCESS BAGGAGE. (6) DOMESTIC TRAVEL ON ACTUAL EXPENSE BASIS NOT TO EXCEED \$25 PER DAY. (7) USE OF CONVEYANCE ON ACTUAL EXPENSE BASIS, (8) OTHER EXPENSES NOT NORMALLY RELATED TO TRAVEL NECESSARILY INCURRED FOR OFFICIAL PURPOSES.
- 3. WHEN TRANSPORTATION REQUESTS ARE USED, RECORD THE NUMBER OF EACH AND THE AGENT'S VALUATION OF THE TICKET IN THE COLUMNS PROVIDED. WITH NO AMOUNT ENTERED IN THE COLUMN HEADED "CASH PAID BY TRAVELER." USE THE LATTER COLUMN ONLY WHEN TRANSPORTATION IS PURCHASED WITH CASH, IN WHICH CASE THE COLUMNS HEADED "TRANSPORTATION REQUEST NUMBER" AND "AGENT'S VALUATION OF TICKET" WILL NOT BE USED.
- 4. ATTACH COPIES OF EACH TRANSPORTATION REQUEST ISSUED, IF ANY, RECEIPTS, AND ANY UNUSED TICKETS.
- 5. PAYMENT OF ANY BALANCE DUE TRAVELER SHALL BE MADE BY U. S. TREASURY CHECK UNLESS WRITTEN INSTRUCTIONS ARE IS-Sued to the Contrary.
- 6. ANY UNUSED BALANCE OF AN ADVANCE SHALL BE REFUNDED BY ATTACHING THE TRAVELER'S PERSONAL CHECK OR A COPY OF A Receipt issued by the disbursing office in acknowledgement of a refund in Cash.

TOTAL CLAIMED				\$ CERT			IFIED FOR PAYMENT OR CREDIT					
LESS ADJUSTMENTS	-		DATE	AUTHORIZED CERTIFYING OFFICER								
					DATE PAID	CHECK N	UMBER					
NET APPROVED					İ	Ì						
CREDIT TO ADVANCE					AMT. OF CASH	SIGNATI	NATURE OF PAYEE (Cash payment only)					
NET TO PAYEE					 ;							
DESCRIPTION 13-33	40-42 43 EXPEND U CODE N		47·52 OBLIG.	54-57 GENERAL	58-67 ALLOT. OR ACCT. NO		68-70 DUE DATE	71-80 Amount				
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ACCOUNTING CLASSIFICATION (Appropriate symbol must be shown; other classification optional)

	TRAVEL VOUCHER		
	CONTINUATION SHEET		
	SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER		
DATE	DESCRIPTION OF EXPENDITURE AND DETAIL OF ITINERARY		CLAIMED
1962	7	PER DIEM	OTHER
	Brought forward		45.39
6 Apr 62	Toxi, simport to office Per diem: Any @ \$16.00 less 40% the day @ \$16.00		2.50
	Per dien: 6 day @ \$16.00 less 40%		4.Bc
	c day @ \$16.00		4.00
	* Official business ended @ 1700 5 Apr 62		
	No government peals were furnished without cost.		
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CHECK ONE:

TOTALS

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CARPIED FORWARD

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SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER							
2.4		AMOUNT	CLAIMED				
DATE 19	DESCRIPTION OF EXPENDITURE AND DETAIL OF ITINERARY	PER DIEM	OTHER				
	Brought forward						
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	CHECK ONE: TOTALS CARRIED FORWARD						
	USE ADDITIONAL CONTINUATION CUEFT IS NECESSARY						